

PERSRU NEWSLETTER

ISSUE 1/00

JANUARY THROUGH MARCH 2000

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SDA II 3.0

We would like to thank all SDA II users and their support staffs for their patience and help during the migration. You helped make it a success.

We have made changes to some of the forms and intend on implementing those changes near the end of March. This implementation will take some coordination, so If your support staff is not physically located near the PERSRU, you may want to ask them if they would allow one SDA II user to have write access to H:\nsapps\sdaii30. When we send out the changed forms, we could send them to your Email distribution list and the user with the access could copy them to H:\nsapps\sdaii30 and overwrite the existing files.

A few issues related to a centralized database.

- Both users and developers must be considerate of each other. That is, each individual has the potential of locking records that may impact others' work. For this reason, while we are working in SDA II, it is important not to sit idle on a screen or field too long.

Any time we get up from our desk or we are talking on the phone and not working in SDA II, we should use Shift-F9 to get back to the main menu. While this may be a hassle for some, it may be more of a hassle not to be able to do one's work.

- You should try to run reports during non peak hours. Either early or late in your day.
- Minimize the number of sort options you use when running reports. This will speed their execution. You could always sort it later using MS Excel.

When exiting SDA II, always exit via Shift-F9.

**Jim Ventucci
(SDM)**

IDT Drills Over 90 Days Old

A letter from the reserve member's Commanding Officer explaining why IDT drills over 90 days old were not reported in a more timely fashion is no longer required. This requirement only further delays payment for drills performed by the reserve member. Pages 6-D-6 and 6-D-14 of the Personnel Pay and Procedures Manual will be modified in change 5 to reflect this.

**YNC Chris Gambers
(MAS)**

IMMEDIATE RECALL FROM RETIREMENT WITH NO BREAK IN SERVICE



When an active duty member is being retired, and immediately recalled to active duty the next day with no break in service, do not prepare a Retirement Orders Transaction. Instead use the P193.

The P193 transaction will establish the member's retirement date in PMIS/JUMPS and continue active duty pay. Lump sum leave payments are not authorized when there is no break in service; all leave must be carried forward. The P193 transaction will automatically carry leave forward for the member. The effective date of the P193 will always be the day prior to retirement. For example, if the member's first day of retirement is 1 May 2000, then the effective date of the P193 will be 30 April 2000.

Upon completion of the active duty period established by the P193 transaction, complete the Release from Active Duty event to place the member into full-time retired status. Page 2-A-31 of the SDA II User Manual is your reference guide on the P193 transaction.

**YNC Chris Gambers
(MAS)**

ALLOTMENT TERMINATIONS IN CONJUNCTION WITH SEPARATION

When a member has a last-minute change in their separation date, often times, the member faces a shutdown of their allotment(s). When this happens, the PERSRU frequently comes to MAS Voucher Section requesting that we take action to prevent the allotment termination(s) from occurring. If the member has passed mid-month pay cut, there is nothing MAS Voucher Section can do to effect a re-start of the allotment(s). We are under the same system constraints as the PERSRU.

It is suggested that as soon as a PERSRU is aware of a member's separation date changing, review the member's last LES, or review segment(s) 77 of the member's JUMPS file. If the member's allotment(s) have been stopped by PMIS/JUMPS, then submit the allotment start document(s) prior to the next mid-month pay cut. This will hopefully keep the member from having any gap in allotment payment(s). If there will be a month that PMIS/JUMPS will not pay allotment(s), contact the member so he/she can take care of the payment(s) for the gapped month.

If you have any questions, please contact Steve Maupin at (785) 357-3505.

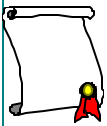
**Steve Maupin
(MAS)**

COLA Eligible Dependents

The upcoming change 2 to the SDA II Manual will include a modification to page 2-A-150, in the Action block for the Number of COLA Eligible Dependents Field. It will state: "The maximum number of COLA eligible dependents is 6." You may want to make a note of it pending receipt of change.

**YNC Chris Gambers
(MAS)**

RETIREMENT CERTIFICATES



O.K.....you have several members of your command retiring within the next few months. Where do the retirement certificates come from?

HRSIC (RAS) is responsible for preparing retirement certificates. CGPC (EPM & OPM) sends a copy of the approved retirement orders to HRSIC which notifies RAS of the upcoming retirement. Unless RAS hears otherwise, the retirement certificates are scheduled to arrive at the unit no later than 3-4 months prior to the approved retirement date. If the member is planning on taking 30-90 days of terminal leave, the retirement certificates may not arrive in time for the retirement ceremony.

In order for the certificates to be delivered on time for the retirement ceremony, we request you advise RAS as soon as possible. You should attempt to notify us at least 3 weeks prior to the date of the planned retirement ceremony if the certificates have not been received. You may send e-mail to HRSIC-RAS@hrsic.uscg.mil. Please include the member's full name, SSN, spouse's name (spelled the way it is to appear on the spouse's appreciation certificate), date of approved retirement, date of retirement ceremony, unit's full mailing address, and unit point of contact and telephone number. For units that are not on CGWSIII, please send a message to CO-GARD HRSIC TOPEKA KS//RAS// with the above information.

Upon receipt of the certificates, please take a minute to read them. The certificates are mailed in protective folders, however some times they are damaged in transit. Examining the certificates upon receipt will provide ample time if replacement is required.

Please pass this information to all field units.

**CWO Abendschan
(RAS)**

SPECIAL PAYMENTS

A member may request a special payment due to non-receipt of regular pay or due to a significant pay shortage. All criteria below must be met prior to the issuance of a special payment for significant pay shortage:

- (1) The member is underpaid \$150.00 or more in his/her regular semi-monthly payment.
- (2) The pay shortage amounts to 10% or more of the member's total pay entitlements.
- (3) The member is NOT scheduled to receive the reimbursement of the pay shortage in the next scheduled payday.
- (4) The pay shortage is causing the member to experience a financial hardship.
- (5) The PERSRU has submitted documentation certifying the member's entitlement to the additional pay due.

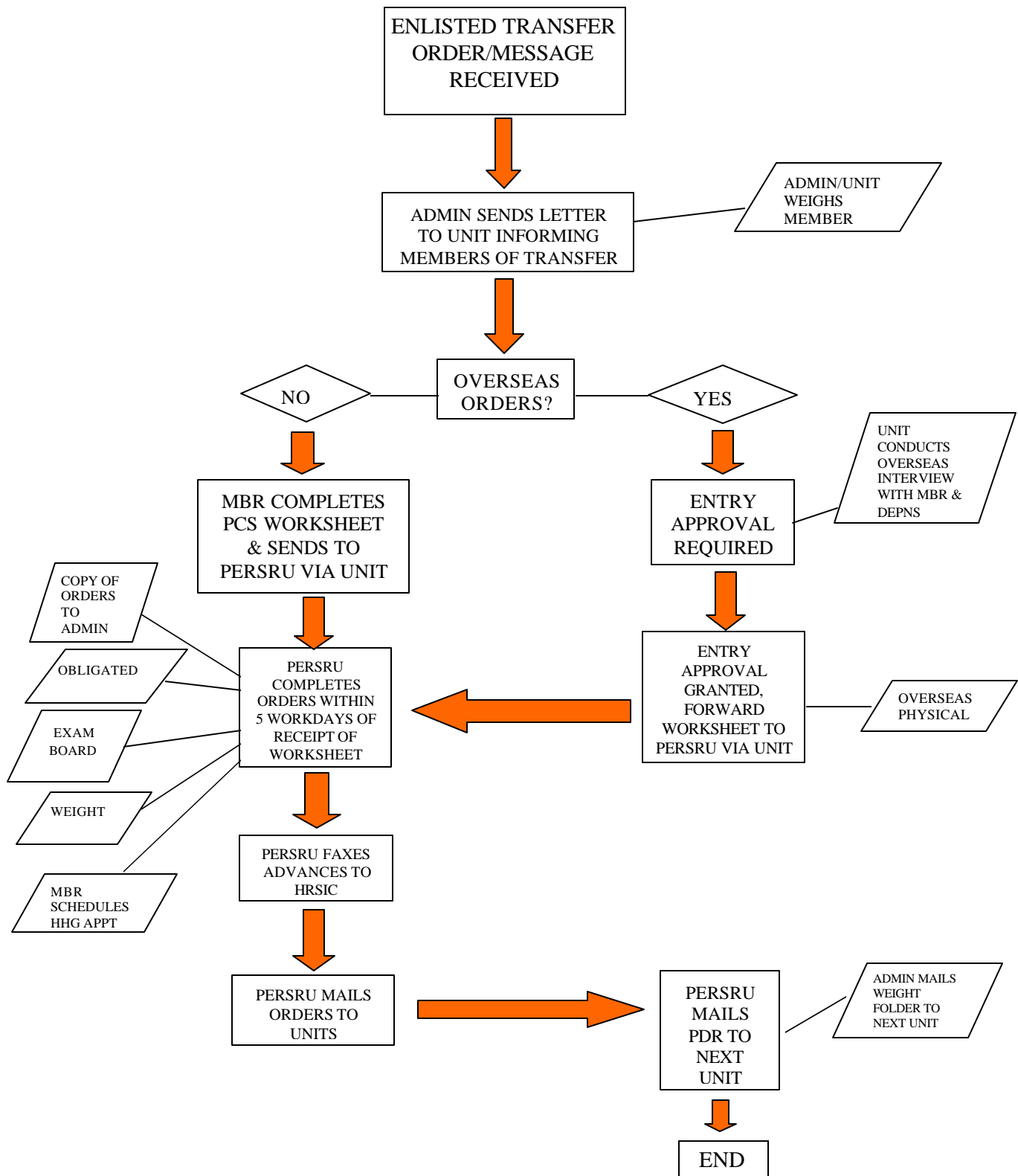
Special payment requests are submitted by the member's PERSRU via E-mail to HRSIC-MAS. An authorized Payment Approving Official (PAO) at the PERSRU must approve all requests.

Special payments will be made by HRSIC (MAS) within 3 working days after receipt of a request from the PERSRU. Upon completion of the special payment, HRSIC (MAS) sends an E-mail to the PERSRU providing the amount, date and financial institution to which payment has been sent. The member should confirm payment with the financial institution prior to drawing funds from their account.

Guidelines regarding special payments, and E-mail format for requesting them, can be found in chapter 6 of the Personnel and Pay Procedures Manual, HRSICINST M1000.2A.

**YN1 Steve Copeland
(MAS)**

PCS OUTGOING FLOWCHART



YNC MARK DUMARS
ISC NEW ORLEANS

RESERVE CATEGORY, CLASS, PAY STATUS (R910) TRANSACTION

Ref: (a) Reserve Policy Manual, COMDTINST M1001.28, Page 1-D-2
(b) SDA II User Manual, HRSICINST M5231.2, Page 2-B-17

Reservists are classified within the Reserve program by use of Reserve Category, Reserve Class, and Reserve Training Pay Category codes. These codes are assigned in PMIS/JUMPS via the R910 transaction.

The SDA-II software requires submission of an R910 in conjunction with the PCS reporting event for reserve members. This results in most reservists having the appropriate Reserve Category, Class, and Training Pay Category code assigned.

However, there is a group of reservists who are not having their Reserve Category and Class codes appropriately set by PERSRUs. These are:

- Reservists enlisting in the reserve who are immediately assigned to a drilling unit on the date of accession (in this case, there is no PCS reporting event completed). Reservists affected are primarily those who enlist under the RX, RM, RJ, RN, and RQ programs.
- Reservists who enlist, then immediately enter on Initial Active Duty for Training (IADT), and then are released from active duty (at which time a RELAD PCS departing event is prepared but no PCS reporting event is prepared). These members include those in the RP, RK, and RL programs.

PERSRUs need to ensure that the R910 transaction is submitted to establish reservist Category and Class codes. Some ways to monitor whether your reservists have the appropriate Category and Class codes are:

- Review of the Personal Data Information File (PDIF)
- Review of segment 57 of JUMPS, or page 12 of PMIS

**Dale Hosman
(MAS)**

REMOVING BONUS INSTALLMENT SUSPENSIONS IN SEGMENTS 42 AND 30

Ref: (a) SDA-II User Manual, HRSICINST M5231.2, Page 2-A-85
(b) ALPERSRU O/99

To remove a suspension to a bonus installment, a P602 must be submitted in accordance with reference (a). HRSIC has noticed a number of suspensions not being removed, impacting future bonus payments.

The most common cases are members who are placed in an overweight status by a PMIS action 333. When the member meets weight, another PMIS action 333 should be completed to update PMIS. The second 333 does not remove the suspension in segment 42 or segment 30. The PERSRU must submit a P602 removing the suspension before future bonus installments can be paid.

If you have an questions regarding the submission of a P602, please contact the HRSIC Customer Service Team at 785-357-3540.

**YN2 Kyle Brown
(MAS)**

CHANGE TO TRAVEL CLAIM SUBMISSION REQUIREMENTS

The travel claim submission requirements contained in Appendix (E) of the Pay & Personnel Procedures Manual (3-PM) are changed to indicate that *ONLY* the original of each of the following items is required in the Travel Claim Package:

1. TRAVEL CLAIM
2. TRAVEL ORDERS (WITH AMENDMENTS IF APPLICABLE)
3. EXPENSE RECEIPTS FOR ALL LODGING
4. EXPENSE RECEIPTS FOR CLAIMED REIMBURSEMENTS EXCEEDING \$75

The requirement for an additional copy of these items is deleted. This change will be reflected in the next update to the 3-PM.

It is important to advise the traveler to retain a copy of the travel claim package for their personal records.

For answers to any questions concerning the submission of a Travel Claim Package, contact USCG HRSIC-TRAVEL Claims Assistance Team (CAT) at 785-295-2250 (if calling from work) or 1-888-uscg-tvl (872-4885)(if calling from home).

**YN1 James Glynn
(TVL)**

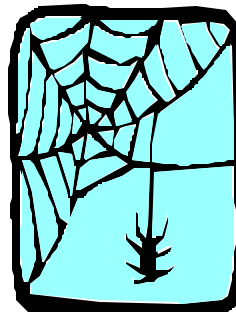
DELIVERY OF TRAVEL VOUCHER SUMMARY SHEET (TVS)

In HRSIC's continuing effort to reduce production costs and improve processing time for delivery of our products, Travel Voucher Summary Sheets are now being e-mailed to travelers on SWill.

The reduction in mail costs is significant and the time between release and delivery has been cut by at least 65-75%. This change will be reflected in the next update to the 3-PM.

**YN1 James Glynn
(TVL)**

NEW LOOK FOR THE HRSIC WEB SITE



The HRSIC Web Site located at www.uscg.mil/hq/hrsic has undergone facelift. To make our site more user friendly we have added many new internal links from our home page to reduce the need for digging for information.

During the month of April we plan on replacing all the 3PM forms on the "Forms" page with the same forms in MS Word format. Currently our forms are in PDF format which is fine for filling in fields and printing, but the data cannot be saved or attached to an e-mail. Converting to Word format should solve that problem.

We greatly appreciate all the positive comments and suggestions for our web page. With your help we will develop it into a great resource.

**YNC Doug Rose
HRSIC Web Content Manager**

Articles for the ALPERSRU Newsletter may be mailed, faxed or e-mailed to:

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COMMANDING OFFICER: Commander G. E. Sena

Mission Statement

We are committed to: 1. Providing caring personnel compensation and services for all Coast Guard members, retirees, and annuitants. 2. Maintaining human resource information for Coast Guard decision-makers so we can best manage the Coast Guard's most important asset, our people.



We're on the web at:
www.uscg.mil/hq/hrsic

LOCAL PERSRU DISTRIBUTION LISTS

HRSIC (PRC) publishes this PERSRU Newsletter each quarter. We recently stopped mailing out paper copies of the newsletter and switched to electronic publication only. It's available at our website at www.uscg.mil/hq/hrsic and sent to PERSRUs via e-mail. Through electronic publication we are now able to instantly distribute the newsletter to every PERSRU with the click of a mouse. Not to mention that we have saved the Coast Guard money in printing and postage costs.

PRC currently has two e-mail distribution lists for the PERSRU Newsletter and ALPERSRU Messages. One e-mail distribution list includes all the "PERSRU-####" as listed in the global address section of workstation III. Our other e-mail distribution list is a long list of names of individuals who have requested a personal copy each quarter.

Our plan is to soon eliminate that second distribution list. It must be continually updated as personnel PCS, RELAD, retire, promote, etc. If you want to receive a personal copy in your e-mail you need to have your name added to your local user/distribution list for your specific PERSRU. We currently have 40 of the 51 PERSRUs that have created this list so that when we send the newsletter to your PERSRU-#### as shown on the global list, the server at the individual PERSRU will further distribute it to the members on their local list. If your unit does not have this list, ask the system folks to create it. If they do have it, get your name added so that you can be assured of your personal copy of the PERSRU Newsletter and ALPERSRU Messages.

**YNC Doug Rose
(PRC)**